

Corporate Policies & Procedures Manual Section 2 : Human Resources

First Produced:	14/2/91	Authorisation:	Management Team
Current Version:	14/12/01	Queries:	Human Resources Director (Patsy Gibson)
Past Revisions:	24/2/94		
Review Cycle:	5 years		
Applies From:	Immediately		

Staff Involvement in Outside Activities

This revision updates terminology and clarifies the intention of the previous version.

Purpose

To advise staff, both academic and allied, who are involved in business ventures or consultative work in addition to their primary employment at CPIT.

1 Application

- 2.1 This policy applies to all paid work and consultation that is in addition to a staff member's primary employment at CPIT.
- 2.2 This policy also applies to those employed as tenured proportional staff, for the time they are being paid by CPIT.
- 2.3 It does not apply to activities that are part of a staff member's position. Staff should note that any outside payments for work they undertake as part of their position should be made to CPIT, except in extraordinary and previously negotiated circumstances.
- 2.4 It does not apply to people employed as guest tutors or as casual part-time staff.

3 Policy Statement

Staff members may be involved in business ventures/ other work in addition to their primary employment at CPIT provided their outside activities are subordinate to and do not interfere with their primary employment CPIT position. If there is any conflict of interest this must be declared. Staff may be asked to choose between their CPIT position and outside employment.

4 Definitions

- 4.1 Outside interest: Any activity that could be described as work or consultation for an individual or organisation other than CPIT.
- 4.2 Primary employment: This means that the staff member's position at CPIT is their most significant source of work. Where a staff member is in a proportional or part time position, the provisions of this policy apply for the times they are expected to be performing the duties of their CPIT position.
- 4.3 Competitor (to CPIT): An educational institution or business offering similar programmes or undertakings similar to the activities or services of CPIT.

5 Procedures

- 5.1 Full-time employment at CPIT is paid by salary as a full-time occupation, and all other work activities, therefore, must be subordinate to that position. If a person's effectiveness in any aspect of their work suffers because of outside work or consultation that person may be asked to choose between them. It is recognised that staff employed on less than a full time basis (ie proportional or part time) have a right to undertake other commitments in their own time. If

CPIT work is not at the required standard because of these other activities/commitments, however, the staff member may be asked to choose between the conflicting commitments.

- 5.2 Staff are required by their conditions of service to be on duty for a prescribed number of hours per week, or other arrangements as negotiated. Exceptions must be known to, and authorised in advance by, the relevant Dean or Divisional Head.
- 5.3 CPIT premises must not be used for private consultative work or any outside business enterprise from which a staff member receives payment. Staff may not undertake work with private clients during scheduled work hours. Any exceptions must have written permission from the relevant Dean or Divisional Head.
- 5.4 Under no circumstances may a staff member use any other CPIT staff member for work associated with an outside business enterprise unless that work is done in the staff member's own time and is paid for separately.
- 5.5 The association of a staff member with CPIT should not appear on private letterheads or promotional material nor should CPIT addresses or phone numbers be used for any business that is not part of the staff member's employment at CPIT.
- 5.6 If a firm with which a staff member has a financial interest tenders goods or services to CPIT, the interest of the staff member must be declared.
- 5.7 When a CPIT staff member obtains concurrent employment with a competitor, CPIT reserves the right to investigate the consequences of such dual employment and the staff member may be asked to choose between the two positions. CPIT may also choose not to appoint a particular applicant because of a foreseeable conflict of interest, as determined by the relevant Dean/Director and the Director, HR.
- 5.8 Authority to ensure this policy is implemented and to vary any of its clauses to meet unexpected circumstances is delegated by the Chief Executive (as employer) to the Director, Human Services.

6 Attachments/Further Documentation

Nil.

7 Related Policies

- Human Resource Management
- Code of Professional Practice
- Workload